



**Solicitation Information  
August 16, 2016**

**RFP# 7550867**

**TITLE: Evaluation of Phosphorus Treatment Alternatives at Lafayette Hatchery**

**Submission Deadline: Tuesday, September 13, 2016 at 10:00 am**

**PRE-BID/ PROPOSAL CONFERENCE: Yes**

**MANDATORY: Non-Mandatory**

**DATE: August 23, 2016 at 10:30 am**

**LOCATION: 424 Hatchery Rd, North Kingstown, RI 02852**

Questions concerning this solicitation must be received by the Division of Purchases at [max.righter@purchasing.ri.gov](mailto:max.righter@purchasing.ri.gov) no later than **Monday August 29, 2016**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**SURETY REQUIRED: No**

**BOND REQUIRED: No**

Max Righter  
Buyer 1

Applicants must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

**Note to Applicants:**

Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

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## **SECTION 1: INTRODUCTION**

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Environmental Management (RIDEM) is soliciting proposals from qualified firms to provide engineering consulting services to complete an Engineering Feasibility Study for evaluating and recommending phosphorus treatment alternatives for the Lafayette State Trout Hatchery, North Kingstown, in accordance with the terms of this Request for Proposals and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at [www.purchasing.ri.us](http://www.purchasing.ri.us).

**REQUIREMENTS FOR THE PROPOSED PROJECT ARE:** To serve as a Wastewater Treatment Engineering Consultant to the DEM to complete an Engineering Feasibility Study for evaluating and recommending phosphorus treatment alternatives for the Lafayette State Trout Hatchery. The consultant will utilize information provided by DEM, compile additional needed information from various sources, identify and address engineering and other technical constraints as part of assessing options for achieving the goal of reducing effluent phosphorus to 0.025 mg/L. The project will result in generation of an interim report as well as a final report. Scope of work for this project is provided herein.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

### **INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:**

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than 120 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division.

7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.
8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful vendor(s).
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information visit the website [www.mbe.ri.gov](http://www.mbe.ri.gov)

## **SECTION 2: BACKGROUND**

The Rhode Island Department of Environmental Management Division of Fish and Wildlife (DFW) operates the Lafayette Fish Hatchery in North Kingstown to raise trout species for stocking into the state's rivers, streams, and ponds. The hatchery stocks approximately 80,000 lbs. of fish annually. Built in the early 1900's on Goose Nest Brook, the hatchery has been operated as a flow through hatchery. Water supply, approximately 1,300 gallons per minute, is obtained from three gravel packed wells located on the hatchery property. Water is pumped from the wells into a central water distribution system where it is oxygenated through aeration and allowed to flow through the hatchery's raceways. Additional aeration is provided mechanically at various intervals within the raceways. Sumps are designed into the raceways to collect fish waste but the valves to the sumps have not been opened in many years due to resource

shortages. Prior to July of 2011, the hatchery used a wet vacuum to remove fish waste solids from the bottom of a quiescent zone adjacent to the outfall into a tanker truck. This practice has not been resumed due to resources shortages.

The hatchery raises fish from early life stages (fry) to stockable adult size. The majority of the stocking is done in March, April, and May with supplemental stocking in the fall. As a result of the stocking schedule, the hatchery holds the greatest biomass during January and February.

The hatchery's discharge is regulated by a Rhode Island Pollution Discharge Elimination System (RIPDES) permit which sets limits on the amount of nutrients that the hatchery is allowed to discharge. Until recently, phosphorus was not regulated, however due to a Total Maximum Daily Load (TMDL) calculation for Belleville Pond completed by the DEM Office of Water Resources (OWR), the hatchery has been identified as a source of phosphorus discharge to Belleville Pond which exceeds the allocation of the TMDL. The hatchery's 2010 RIPDES permit sets a monthly average limit of 0.025 mg/L for Total Phosphorus, consistent with the TMDL. The RIPDES permit also requires monthly monitoring and quarterly reporting of phosphorus levels in the effluent. Based on this monitoring data, it has been determined that the hatchery cannot comply with its total phosphorus limit using their existing processes and equipment. This proposed Engineering Feasibility Study will evaluate and recommend phosphorus treatment alternatives for the Lafayette State Trout Hatchery.

### **SECTION 3: SCOPE OF WORK**

#### **General Scope of Work**

The purpose of this project is to complete an engineering feasibility study that will evaluate and recommend phosphorus treatment alternatives for the Lafayette State Trout Hatchery. The engineering consulting firm selected from this RFP will complete a feasibility study and preliminary implementation plan to reduce the hatchery's discharge of phosphorus with the goal of allowing the hatchery to comply with its effluent permit limit of 0.025 mg/L.

The objectives of the project are for the engineering consultant to:

- Complete a comparison of available technological alternatives to reduce total phosphorus in the hatchery effluent, and document the comparison of alternatives in a report;
- Collaborate with DEM on an assessment of the alternatives weighing the advantages and disadvantages of each;
- Make a final recommendation(s) on the preferred engineering alternative(s) to reduce total phosphorus to 0.025 mg/L with identification of key implementation steps.

## **Specific Activities / Tasks**

### **Task 1. Identify and Compare wastewater treatment engineering alternatives**

Work with the OWR and DFW to develop, execute, and document a comparison of alternatives study for reducing the discharge of total phosphorus from the hatchery. This process will start with a kick-off meeting attended by the Consultant, OWR, and DFW. To perform the comparison, the consultant will be expected to:

- a) Review the RIPDES permit requirements and monitoring data since 2009 for Phosphorus, TSS, and other parameters. Effluent data is provided in attachments 5 and 6 of this RFP.
- b) Inspect the facility and interview hatchery staff to determine how it is operated on a daily and seasonal basis, including the methods and chemicals used by the hatchery to treat groundwater influent.
- c) Review all available as-built records and drawings made available by DEM.
- d) Review information and data from similar hatcheries in other states that employ wastewater treatment and/or operational Best Management Practices (BMPs) for the removal of phosphorus to identify technologies and BMPs that may be used at the Lafayette Hatchery.
- e) Identify any missing information or additional information that is required to complete the comparison of alternatives report. Compile additional needed data from existing sources where available.
- f) The Consultant shall identify the sources of phosphorus in the hatchery's effluent and shall quantify an estimate of how much of phosphorus is contributed from groundwater at the site.

The Consultant shall summarize its findings from Task 1, above, in a written comparison of alternatives report. In preparing the report, the consultant shall provide DEM with an initial list of feasible technological and/or BMP alternatives to reduce the discharge of phosphorus from the hatchery that will be included in the report. DEM and consultant will jointly review and make modifications to the list as appropriate. The consultant shall include an evaluation of beneficial reuse opportunities (i.e. beneficial reuse of fish waste and/or effluent) for each alternative. In drafting the report, a narrative description and a schematic should be provided for each alternative. The list of alternatives should be ranked qualitatively in accordance with criteria proposed by the consultant and approved by DEM including but not limited to the phosphorus removal performance, cost (including construction cost and operation and maintenance cost), and potential for beneficial reuse. The consultant shall recommend those alternatives to be considered for further evaluation in Task 2. A draft report will be prepared and submitted to DEM for review and comment. The consultant will respond to DEM comments and finalize the report for submittal to DEM.

#### **Task 1 Deliverable:**

- Initial list of engineering alternatives,**
- Comparison criteria**
- Draft and final comparison of alternatives report**

**Task 2. Prioritize Alternatives for Further Evaluation:** The consultant shall assist DEM in prioritizing the alternatives for further evaluation. This shall include facilitating a meeting during which it shall review the preliminary list of recommendations, from item 1, with DFW and OWR and discuss findings on the advantages and disadvantages of the alternatives evaluated in Task 1. The final list of recommended alternatives that will be further evaluated in Task 3 shall be developed by consensus among OWR and DFW, with advice and input from the consultant.

**Task 2 Deliverable:****Documentation of decision on which alternatives will be further evaluated**

The consultant shall document the meeting and its outcomes in meeting minutes that will be circulated for review and comment to DEM and finalized by the consultant.

**Task 3. Selection of recommended alternative(s); conceptual planning and conceptual design of recommended alternative:**

The consultant shall investigate the final list of recommended alternatives, from Task 2, in a more in-depth manner to determine the amount of phosphorus that can be reduced from the hatchery's discharge for each alternative. The consultant shall provide a schematic sketch of up to five BMP/structural treatment options being recommended as a viable option and provide a planning level cost estimate for implementation of each option. The consultant shall also review and evaluate the likelihood that the recommended option or options can be successfully implemented, and identify any obstacles that will need to be overcome in order to successfully implement the recommended option(s). The consultant shall identify a preferred option and explain the rationale for its selection in a meeting with DEM.

**Task 3 Deliverable:****Engineering Report on final compliance alternative selected**

The final deliverable shall be an Engineering Report evaluating each of the alternatives selected for further evaluation in Task 2 and recommending the final preferred alternative. For each alternative evaluated, the following information shall be provided:

- a. conceptual site plans depicting the location and layout of the alternative including plan and profile views
- b. projections of the effluent Total Phosphorus levels to be achieved
- c. design assumptions and calculations
- d. manufacturers literature, including standard equipment cut sheets
- e. evaluation of beneficial reuse opportunities for any solids/slurry generated by the alternative
- f. a description of the potential environmental impacts due to construction or implementation
- g. estimated cost information, including capital and operations and maintenance costs

A draft Engineering Report will be provided to DEM for review and comment. The consultant will make revisions in response to DEM comments and provide a final report. A meeting will be held with DEM to review the final report.

**In support of the project the DEM has provided electronic access to the following Reference Documents as part of this solicitation:**

1. RIPDES Permit issued in September of 2010
2. Final TMDL Document for Belleville Pond
3. URI graduate student hatchery study entitled "K\_W\_Hagos\_RI\_Fish\_Hatcheries doc1" – a qualitative comparison of alternatives for phosphorus treatment written by a URI graduate student in 2009.
4. RIPDES Program preliminary technology evaluation report. This report presents the RIPDES Program's quantitative evaluation of technological alternatives, and was written to provide the Consultant with context and a point of departure for its alternatives evaluation.

5. Excel spreadsheet summarizing effluent and well data from 2009-2010 and 2012-2015. The spreadsheet is entitled “revised 052516 RIDEM Lafayette hatchery water quality data for consultant.xls”.
6. Excel spreadsheet containing Discharge Monitoring Report (DMR) effluent data from 1/1/09-1/1/16. This includes data for all parameters monitored in the permit.
7. Engineering drawings of the hatchery. These documents are comprised of 8 separate files in pdf format.

DEM is interested in completing the project within an estimated time period of 6-9 months from the date of the award.

#### **SECTION 4: TECHNICAL PROPOSAL**

Narrative and format: The separate technical proposal should address specifically each of the required elements:

1. Staff Qualifications – Respondents are to include an overview of experienced personnel presently on staff, prior experience and/or qualification of key personnel to be assigned to the project. Staff assignments and concentration of effort for each staff member are to be addressed. Respondents must demonstrate that staff has appropriate knowledge and depth of experience to execute the tasks. Prior experience with engineering topics pertaining to hatchery effluent should be described, as applicable. As applicable, disclosure of any sub-consultant agencies’ organizational structure and business background as well as the type of work they will perform must be documented in response to this RFP. The qualifications of subcontractors to perform tasks must be documented. Full disclosure of the proposed team to be assigned to this project is required in the Technical Proposal.
2. Capability, Capacity, and Qualifications of the Offeror - Please provide a detailed description of the Vendor’s experience as a consulting engineering firm with expertise in wastewater treatment engineering. A list of relevant client references must be provided, to include client names, addresses, phone numbers, dates of service and type(s) of service(s) provided.
- 3 Work plan -
  - a. Work Plan - Proposals must include a project plan including a statement of scope (both what is in-scope and any exceptions which the vendor proposes are out of scope), identification of all roles and responsibilities for the project, proposed staffing plan, key risks, a schedule, and detailed budget along with any other related documentation the vendor feels is relevant to the project plan. Project plans must include a deliverables based work breakdown structure identifying all top level deliverables, all work to be completed by vendor, and any work the vendor assumes the state will be completing.
  - b. Project Manager - Vendor must provide a project manager to serve as the main interface with the DEM. Project must be managed by a person of adequate expertise in engineering planning projects and preferably with experience in wastewater re-use. The project manager must have experience with projects that are comparable in size and scope.
  - c. Reporting Requirements - Any reports generated will be submitted both in hard copy and electronically (Microsoft Word) for ease of review. The successful respondent will be prepared to discuss and review findings in a coordinated team meeting environment. The



State and the Contractor must mutually agree upon any alternative electronic formats.

- d. Supplemental Information - Respondents are encouraged to submit any other information deemed useful to provide DEM with sufficient relevant information to evaluate the consultant's qualifications and approach to the project.

- 4 Approach/Methodology – Respondents are to provide a detailed technical synopsis of their proposed services including any technical or personnel issues that will or may be confronted at each stage of the project. Proposals that depart from or materially alter the terms of this RFP will be rejected and considered non-responsive.

## **SECTION 5: COST PROPOSAL**

The contract awarded from this solicitation will be a fixed price. Up to \$40,000 may be available for this project. DEM estimates a project period of 6-9 months with additional time included in the contract for making final payment.

The separately sealed cost proposal must identify costs for each project deliverable/service and will be inclusive of all costs and expenses. Costs should be itemized by major tasks and sub-tasks. Personnel costs should be detailed in hourly rates and the hours estimated for each task or sub-task. Contractors must also identify any assumptions made when developing their cost proposal.

Proposers are advised that reimbursable expenses, to include sub-consultant services, that may be included in the contract award resulting from this solicitation shall not exceed architect/engineer's actual cost incurred x 1.06.

The State will reimburse the Contractor in accordance with the agreed upon deliverable price. All invoices should reflect actual work done. Specific details of invoices and payment will be agreed upon between the User Agency (DEM) and the Contractor during Contract negotiations prior to purchase order award.

The DEM's designee will review all work for acceptance within a mutually agreed upon timeframe from completion and/or receipt. The Contractor will not be paid for any costs attributable to corrections of any errors or omissions that have been determined by the State to be occasioned by the Contractor. Payments will not be made until work is accepted.

## **SECTION 6: EVALUATION AND SELECTION**

Proposals will be reviewed by a Technical Review Committee comprised of qualified staff from state agencies. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 60 (85.7%) out of a maximum of 70 technical points. Any technical proposals scoring less than 60 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 60 technical points or higher will be evaluated for cost and assigned up to a maximum of 30 points in cost category, bringing the potential maximum score to 100 points.

The State reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

<b>Criteria</b>	<b>Possible Points</b>
Overall quality and responsiveness of proposal and each task description	20 Points
Capacity, capability, and qualifications of the organization to provide the required services;	10 Points
Qualifications and relevant experience of the staff assigned to the project;	15 Points
Work Plan	10 Points
Approach/Methodology	15 Points
<b>Total Possible Technical Points</b>	<b>70 Points</b>
Cost calculated as lowest responsive cost proposal divided by (this cost proposal) times 30 points *	30 Points
<b>Total Possible Points</b>	<b>100 Points</b>

\*The Low bidder will receive one hundred percent (100%) of the available points for cost. All other bidders will be awarded cost points based upon the following formula:

$$(\text{low bid} / \text{vendors bid}) * \text{available points}$$

For example: If the low bidder (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly cost and service fee and the total points available are Thirty (30), vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 * 30 = 19.5$$

Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the technical review committee to clarify statements made in their proposal.

#### **SECTION 7: ADDITIONAL REQUIREMENTS SPECIFIC TO THIS RFP**

A copy of the current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s) for the individual(s) who would perform the work must be included in each copy of the Technical Proposal response to this solicitation.

The Board of Design Professionals can be contacted as follows:

Division of Design Professionals

1511 Pontiac Avenue

Cranston RI 02857

Phone: (401) 462-9530

Fax: (401) 462-9532

[www.bdp.state.ri.us](http://www.bdp.state.ri.us)

The respondent's proposal may be disqualified and removed from consideration if the Proposal fails to include the required current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s).

#### **SECTION 8: PROPOSAL SUBMISSION**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [max.righer@purchasing.ri.gov](mailto:max.righer@purchasing.ri.gov) no later than the date and time indicated on page one of this solicitation. Please reference **RFP #7550867** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 574-9709.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses (**an original plus four (4) copies**) should be mailed or hand-delivered in a sealed envelope marked "**RFP#7550867**" to:

RI Dept. of Administration  
Division of Purchases, 2nd floor  
One Capitol Hill  
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

## RESPONSE CONTENTS

Responses shall include the following:

1. A completed and signed three-page R.I.V.I.P generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
2. A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
3. **A separate Technical Proposal** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. As appropriate, resumes of key staff that will provide services covered by this request.
4. **A separate, signed and sealed Cost Proposal** reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.
5. In addition to the multiple hard copies of technical proposals required, Respondents are requested to provide their proposal in **electronic format (CD-Rom, disc, or flash drive)**. Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked "original".

## CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP. The State's General Conditions of Purchases/General Terms and Conditions can be found at the following URL:  
<https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>